



**North Carolina Department of Health and Human Services
Division of Aging and Adult Services**

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Beverly Eaves Perdue, Governor
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March 17, 2010

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**ATTENTION: Directors of Special Assistance In-Home Counties
Special Assistance Supervisors
Adult Services Supervisors**

SUBJECT: Special Assistance In-Home Computer Hardware Survey

The Division of Aging and Adult Services (DAAS) has been working with the Division of Information Resource Management (DIRM) to develop an easier and more secure process by which counties can submit Special Assistance In-Home (SA-IH) client assessment/reassessment data contained in the SA-IH Access database. DIRM is developing a web-based server which will enable counties to log-in to a secure website and upload the SA-IH Access database information. This will eliminate the monthly mailing of floppy disks to DAAS. The secure website will also contain the ability for counties to download "patches" or minor adjustments to their SA-IH Access database. One of the first patches that will be available will eliminate all client Social Security Numbers from the existing client files within each county's SA-IH Access database.

In order to obtain information about the capability of counties to access the web-based server we are asking counties to complete the brief seven-item survey on the attached Excel spreadsheet. This survey includes one question regarding the status of State-issued laptops in August 2000 for SA-IH assessments. Please complete this survey as soon as possible and email it no later than April 1, 2010 to Monica.Nealous@dhhs.nc.gov. We appreciate your assistance with the survey which will help us make improvements to our SA-IH data collection. Please contact your [Adult Programs Representatives](#) with any questions.

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill".

Suzanne P. Merrill, Chief
Adult Services Section

SPM:cu
AFS-2-2010
Attachments